

25 August 2004

INFORMATION PAPER

SUBJECT: USE OF GOVERNMENT RESOURCES

1. **Purpose:** To summarize the restrictions on use of government resources.

2. **References:**

- a. 31 U.S.C.A. § 1301; 1344;
- b. Title 5, Code of Federal Regulations, § 2635.704;
- c. DoD 5500.7-R, Joint Ethics Regulation § 2-300b;
- d. AR 210-22, Private Organizations on Department of the Army Installations

3. **Summary:**

a. **General Rule:** Federal Government resources shall be used for official uses and authorized purposes only.

b. These rules govern the use of communication systems (including governmental owned telephones, facsimile machines, electronic mail, and Internet systems) and other equipment as well as the utilization of subordinate personnel.

c. Definitions.

(1) "Official use" includes those uses formally recognized by statute or regulation, or those uses necessary to the performance of agency programs, policies, or operations – anything required by the mission.

(2) "Authorized purposes" are those non-mission-essential uses authorized by the commander/supervisor. The goal of authorizing personal use of Government resources is to enhance mission performance through the efficient use of employee time, while conserving resources to the greatest extent possible. The supervisor's analysis of non-essential, authorized purposes should include: 1) no adverse impact on official duties; 2) reasonable duration and frequency; 3) serves a legitimate public interest; 4) no significant cost to the Department of Defense; 5) does not overburden Government communication systems; 6) on personal time, when possible; 7) not an otherwise prohibited use.

d. Prohibited Uses. Government resources may not be used for prohibited uses, including: crimes (e.g. theft, child pornography, wire fraud), commercial activities (e.g. home-based businesses, eBay), establishment of religion, political activities, interference with the mission, or

activities that reflect adversely on the Department of Defense (e.g. EEO violations, extremist organizations, sexist activities).

e. Vehicles. *See* Information Paper – Official Use of NTVs.

f. Support to non-federal entities. Commanders may authorize **limited** use of DoD facilities and equipment (and DoD services necessary to properly use the equipment) in support of an event sponsored by a non-federal entity (except for fundraising and membership drives) if:

- (1) Support does not interfere with official duty performance or detract from readiness;
- (2) Support serves DoD community relations, public affairs or military training interest;
- (3) It is appropriate to associate DoD with the event;
- (4) The event is of interest and benefit to the local civilian community or DoD;
- (5) The command is able and willing to provide the same support to comparable events sponsored by other similar non-federal entities;
- (6) The use is not restricted by other statutes or regulations;
- (7) No admission fee (beyond that required to cover reasonable sponsorship costs) is charged for the event.

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